

# FINELINE

**October 2004***A Division of Finance monthly communication service*

## Preliminary Numbers Show FY 2004 Budget Surplus

The Division of Finance has released the FY 2004 General Fund and Uniform School Fund surplus numbers. The figures show that the General Fund had a surplus of \$16.4 million, and the Uniform School Fund had a surplus of \$38 million. These preliminary numbers are subject to change as the closing process is finalized and the audit is completed.

**OFFICIAL STATEMENT**

*Preliminary numbers show a surplus for both the General Fund and the Uniform School Fund for fiscal 2004.*

### Sales Tax Boosts Free Revenues

The General Fund surplus is net, after covering appropriations of \$53 million for FY 2005, transferring approximately \$22.4 million to the Rainy Day Fund, and setting aside \$4.4 million for the Industrial Assistance Fund. In addition, \$1.6 million was designated to cover debt service requirements. General Fund free revenues were \$39.2 million above estimates. The largest positive variance was in sales tax, which was \$32.9 million greater than projected. Cigarette and tobacco taxes were \$5.8 million greater than expected. Agencies lapsed \$2 million to the General Fund. In addition, agencies carried \$72.9 million in nonlapsing funds and lapsed \$43.4 million to restricted funds or accounts. There was no overspending of budgets in the General Fund except for a \$146 thousand deficit in the Juror and Witness Fees line item, which is authorized to overexpend their budget.

### Individual Income Taxes Exceed Projections

The Uniform School Fund surplus of \$38 million is net after covering \$54.2 million in appropriations for FY 2005 and transferring approximately \$12.7 million to the education Rainy Day Fund (Education Budget Reserve). The surplus resulted mainly from individual income taxes coming in \$56.7 million greater than projected, which offset a shortfall of \$6.1 million in corporate taxes. The Uniform School Fund carried \$29 million in nonlapsing funds.

The Transportation Fund ended the year with \$102.7 million surplus, and the Centennial Highway Fund ended the year with \$184.7 million that will be used for planned projects. The Department of Transportation had \$3.1 million in nonlapsing funds and lapsed \$15.6 million to the Transportation Fund.

### Thanks to the Agencies

We appreciate the dedication of all the agencies in completing the closing process accurately and within the established time lines. If you have any feedback or suggestions for improving the closing process, please forward them to John Reidhead, [jreidhead@utah.gov](mailto:jreidhead@utah.gov) or 801-538-1678. A portable document format (PDF) version of the FY 2004 preliminary information is available on the Web at [www.finance.utah.gov/reports/04financialhighlights.htm](http://www.finance.utah.gov/reports/04financialhighlights.htm). ❖

## Use New Postmaster Vendor Number on Payment Voucher

There are currently over 200 unique vendor numbers set up to purchase stamps and postage for meters, and it is time consuming for both agencies and the Division of Finance to maintain these numbers. In an effort to be more efficient, Finance has established a miscellaneous vendor number to replace all the unique numbers. The unique numbers will be eliminated on October 21, 2004.

If you need to purchase stamps or postage, simply use **MAIL** as the vendor number on the Payment Voucher, and then enter the specific address for the payment. The warrant will be payable to *Postmaster* at the address you enter. If you need the warrant returned to your agency, use *Check Category 03* and it will be returned through Building Mail. You can begin using the new number now.

If you have questions or concerns about the new postmaster vendor number, please contact Gary Belliston, [gbelliston@utah.gov](mailto:gbelliston@utah.gov) or 801-538-3110. ❖



## It's Time for Another Update on the FINET Upgrade

Our work in the Envision phase of the FINET upgrade project continues as we work toward defining how our chart of accounts will appear in the new system. This includes a close look at how we define funds, objects, organizations, and revenue sources.

The new system provides several options for implementing the State's chart of accounts. The Division of Finance Reporting group, the FINET testing team, and CGI-AMS are all working together to analyze each of these options to determine which budget structure and chart of accounts definitions work best for us. While there will be some changes to our chart of accounts, we are committed to keeping the structure of the new chart of accounts similar to the current structure. At the same time we are working hard to provide FINET users flexibility in the chart of accounts. We will discuss chart of accounts structure at our next ACT meeting.

Analysis work also continues in other areas including Security and Workflow, Procurement, and Data Conversion. A subject matter expert (from the State) has been assigned to each of these areas. We've also just finished training on Advantage 3 Procurement and Cost Accounting. Last week DOT, Corrections, and other members of the project team received training on Inventory. ❖



## Contact the Division of Finance

**Division Receptionist**  
801-538-3082

**Disbursements**  
801-538-3200

**FINET Help Desk**  
801-538-9690

**Financial Reporting**  
801-537-9081

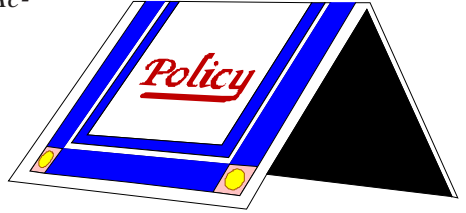
**Data Warehouse**  
801-538-3530

**Payroll**  
801-538-3056

## Policy Updates Will Be Available October 4

The quarterly release of the *State of Utah Accounting Policies and Procedures* will be available October 4 on the Division of Finance Web site at [www.finance.utah.gov](http://www.finance.utah.gov). Mouse over the *Publications* button on the left, and then click on *Accounting Policies and Procedures*.

Among the changes to the policy manual are major revisions to the **Internal Service Fund** policies. Below are descriptions of some changes:



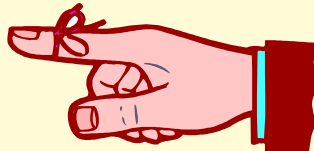
- ▼ The policies and procedures for submitting Internal Service Fund (ISF) budget requests and for monitoring Internal Service Fund compliance with legislative requirements were updated to include the current forms descriptions and requirements.
- ▼ The policies and procedures regarding ISF capital asset purchases were revised for the new law which stipulates that ISF capital acquisition authority shall lapse each year. These policies were also updated to include the current procedures for transfers to fund fleet expansion vehicles.
- ▼ The rate setting, fixed asset funding, and deficit working capital policies were revised as a result of changes in state policy that were made in response to federal regulation requirements regarding ISF retained earnings, cash balances, and imputed interest.
- ▼ The rate setting policies were also revised for changes in the law regulating the Rate Committee. In addition, the Department of Administrative Services ISF rate approval process was updated to include current procedures.

In other changes, a new Payroll policy, Employee Self Service – Time Entry (FIACCT 11-20.00), was added to the manual for the October update. The policy establishes the requirements and procedures for enabling employees to enter their own time in the Payroll System through Employee Self Service (ESS) and for supervisors to approve time entries through Manager Self Service (MSS). Employees are not eligible to enter their own time through ESS until they are set up by their agencies.

These and other policy changes are documented in the *Revisions* section of the manual. To view the list, click on *Policies Revised for This Release* at the top of the policy manual and follow the links to the affected policies. ❖

### Don't Forget the Retirement Party for Lynn Vellinga

Join us to say good-bye and good luck to Lynn Vellinga on Tuesday, September 28, from 3 to 4:30 p.m. in the auditorium of the State Office Building.



Lynn's last day in the Division of Finance will be September 30.

## State Signs New Primary, Secondary Car Rental Contracts

The State's new primary car rental agency is Budget Car Rental. Enterprise Rent-A-Car is the new secondary rental car provider. Because both Budget and Enterprise provide full insurance coverage, travelers **should not** take out additional insurance (the insurance does not cover items left in the rental cars).

Please remember that state policy requires all employees who travel on state business to use the car rental agencies on state contract and to reserve and cancel car rentals through the State Travel Office.

Information about car rental agencies on state contract is available on our Web site at [www.finance.utah.gov/travel/rentalcars.htm](http://www.finance.utah.gov/travel/rentalcars.htm). ❖



## Frequently Asked Question from FINET Help Desk

Q I entered yearend reversing IATs, and the old year portion has posted. However, the new year reversal has not posted yet. Why not? When will that happen?

A The new year IAT reversal posts after the old year IAT has been archived off SUSF in FINET. Old year IATs end in an *E* and new year IATs end in an *R*.

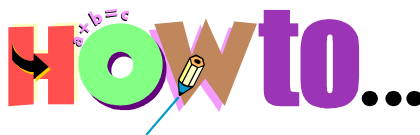
To get the new year portion to post, open the Document Listing (SUSF). Scan for "JV \*\*\* IA4" where \*\*\* stands for your agency number. The new year reversals will not automatically accept, even though they will automatically load. You need to enter the current accounting period, and apply edits and approvals to get them to accept. ❖



## Use These Tips to Troubleshoot Problems With Forms

If you encounter a problem using forms on our Web site, here are some suggestions for troubleshooting the situation:

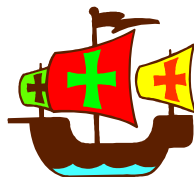
- ✓ Check to be sure you have Adobe Acrobat Reader version 6.0.1 installed on your computer. If you have more than one version installed, uninstall both versions, reboot your computer, and reinstall version 6.0.1. To complete installation, open Acrobat Reader and accept the end user license agreement. For help re-installing Acrobat Reader, contact your agency LAN administrator.
- ✓ Clear out the Temporary Internet files in Internet Explorer by going to the Tools menu and selecting *Internet Options*. In the middle of the dialog box, click the *Delete Files* button. Click in the next dialog box to delete all offline content, and click *OK*. Click *OK* again to close the Internet Options box.
- ✓ Finally, if you are still having problems call the FINET Help Desk at 801-538-9690 for assistance.



The forms are available at [www.finance.utah.gov/forms](http://www.finance.utah.gov/forms). ❖

### FINET Schedule

- Oct. 8** FINET open; September monthend  
**Oct. 11** FINET closed; Columbus Day  
**Oct. 12** FINET open; Tuesday cycle due to holiday



### Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at [www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).

*Click on the course names listed in the various sections below to view the course descriptions or to access the on-line courses.*

### Data Warehouse Training

- Oct. 19** [Data Warehouse – Payroll](#); 10 – 11:30 a.m.  
**Oct. 19** [Data Warehouse – FINET](#); 1:30 – 3 p.m.



### FINET Classroom Training

FINET classroom training for October will not be scheduled until dates for in-house training on the accounting system upgrade have been finalized. Check our Web site later this month for additional information.

### FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), [Fixed Assets](#)

### FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

### Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.



*Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.*

Read descriptions of all our courses and link to on-line courses at:  
[www.finance.utah.gov/training/courses.htm](http://www.finance.utah.gov/training/courses.htm).